



Memorandum

TO: Honorable Mayor and City Council

FROM: Robert L. Davis
Kimberly Shunk
Jeffrey L. Clet

**SUBJECT: Evaluation of Public Safety
Grants Management Team**

DATE: May 16, 2006

Approved	/s/	Date	05/19/06
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BACKGROUND

This memorandum is prepared in response to the Mayor's March 2006 Budget Message to report on the progress of the consolidation of the grants administration functions for the Police, Fire and Office of Emergency Services Departments, with a review of anticipated performance measures.

In the 2004-2005 budget process, Public Safety CSA partners identified grants administration as a priority for consolidation to achieve efficiencies. An evaluation of the types of grants available and the appropriate management staffing was conducted as part of the budget proposal. As a result, it was determined that the Office of Emergency Services would retain management control of the Metropolitan Medical Task Force, Emergency Management Program and the Urban Area Security Initiative (UASI) grants since they involved multi-jurisdictional implementation plans.

A Grants Management Team (GMT) was created in the Police Department's Fiscal Unit with staffing provided by the Police Department through the redeployment of a Senior Analyst and an Analyst. Overall supervision for GMT is provided by the Police Department's Chief Administrative Officer. The GMT concentrates efforts on identifying grants associated with law enforcement, crime prevention, traffic safety and fire services; evaluating and processing applications and managing awarded spending plans. This Team is tasked with the assignment to research, develop, apply, and monitor grants funding for the Police Department, and work with the Fire Department in identifying fire services grants available. The Office of Emergency Services continues to manage its' grant programs separately.

OFFICE OF EMERGENCY SERVICES

The Office of Emergency Services continues separate management of grants for the Metropolitan Medical Task Force, Emergency Management Program, and the Urban Area Security Initiative (UASI) grants for Fiscal Years 2004 and 2005. Labor and other expenses needed to manage the UASI grants have been funded directly out of the UASI grant itself.

Staff from the Office of Emergency Services attended a workshop on grant application guidelines related to the 2006 Super Urban Area Security Initiative (SUASI) on April 26, 2006. The SUASI consists of a regional collaboration of local jurisdictions that includes the cities of Oakland, San Francisco, and San José, as well as Alameda County and Santa Clara County. In March 2006, this group submitted a proposal to the Department of Homeland Security listing investment initiatives totaling \$333,000,000. The competitive award, which is expected to total substantially less than the proposal, is scheduled to be announced June 1, 2006. Workload associated with the projected award is expected to increase exponentially. For example, the State Office of Homeland Security is requiring grant recipients to develop line item spending plans, complete with itemized equipment lists, by June 30, 2006. Then, upon approval of spending plans, the State Office of Homeland Security will establish performance milestones for projects and will take funds away from jurisdictions if they do not meet milestones.

The following performance measures have been included in the Emergency Response and Recovery Core Service to track progress on the UASI grant objectives.

- % of UASI approved equipment plan funding spent
- Total # of sworn Police and Fire personnel trained in WMD Awareness-Level training (AWR-160) or in Law Enforcement Response to Terrorism (LERT)
- Total # of sworn Police and Fire personnel trained in National Incident Management System (NIMS) IS-700

Department of Homeland Security grants were not intended to become permanent sources of funding. Therefore, given the temporary nature of these grants, as well as their extraordinary management requirements, it seems inadvisable to consolidate UASI grant management with the Grants Management Team.

GRANTS MANAGEMENT TEAM

In order to keep abreast of current Federal and State grant procedures, GMT members participated in various training programs conducted through the Departments of Homeland Security, Office of Traffic Safety and the Performance Institute. The GMT has identified grant opportunities available to both the Police and Fire Departments. Grant opportunities for fire services have been forwarded to the Fire Department for evaluation.

The following performance measures have been developed. Targets are being established in the current fiscal year.

- % of new grants found with awards pending
- % of grants awarded
- % of grants found but not pursued
- # of new grants awarded as compared to recurring grants awarded
- # of grants successfully completed as compared to # of grants with funds returned to the grantor
- Dollar value of grants awarded
- Cost of GMT as compared to grants awarded

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The GMT has researched over nineteen grant opportunities, of which nine were not pursued due to significant cash match requirements or the criteria was not applicable to San Jose. San Jose has applied for ten grant funding opportunities totaling over \$3,106,000. Five have been awarded, totaling \$2,240,000. The remaining applications are pending review and final decisions from the granting authorities. Grants awarded in this category include the 2005 Edward Byrne Memorial Justice Assistance Grant, Office of Traffic Safety "Click-It-or-Ticket" campaign, 2005 Bureau of Justice Assistance Human Trafficking grant, the 2005 Supplemental Law Enforcement Services grant and the Anti-Drug Abuse grant.

The Fire Department has received a Department of Homeland Security FEMA 2004 Assistance to firefighters grant in the amount of \$100,000 to provide for the purchase and distribution of over 1,900 "Grab-N-Go" survival kits to low-income seniors and families in San Jose. These kits include the basic emergency preparedness necessities for three days and provides for the purchase of translation equipment to facilitate communications during presentations to target audiences. The Fire Department is also waiting a decision on a Department of Homeland Security – FEMA Staffing for Adequate Fire and Emergency Response (SAFER) grant. This grant will help fund the hiring of firefighter positions to staff new fire stations.

The GMT currently has a vacancy, which has impacted the City's ability to pursue those grant opportunities that have a very short evaluation and application time period. Even with the high learning curve necessary for staff to become familiar with all the granting sources, as well as learning enough about all the CSA partners needs to identify alternate funding sources, the GMT has been very successful in identifying and pursuing grants that are both appropriate to the Public Safety CSA and have minimal costs to the City's General Fund.

The ultimate goal of the Public Safety Grants Management Team is to provide grants administration services to the entire Public Safety CSA. This goal has not yet been achieved. With the team fully staffed, the GMT will take a more proactive role in researching, evaluating and applying for fire services grants and in providing assistance to the OES grants management team.

/s/
ROBERT L. DAVIS
Chief of Police

/s/
KIMBERLY SHUNK
Director, Office of
Emergency Services

/s/
JEFFREY CLET
Fire Chief

RLD/MB